

~~CONFIDENTIAL~~

10 September 1958

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MEMORANDUM FOR: SA/DDI

SUBJECT: Survey of Use Made of NSC Documents

1. With reference to your memo of 5 September on the above subject: the NSC policy documents routed to this office are, as a general rule, read only by me. I have them available during the briefing of the Director or the Deputy Director before the OCB meetings, and have them available at those meetings. Occasionally one of them will look at the paper during the meeting. They seldom, if ever, have asked to see it during my briefing, but it is of course available to them.

2. Very occasionally a member of a working group will ask to read a particular paper. When this happens the individual is required to read it in my office, but it does not happen very often. The same thing applies on a very infrequent basis ^{with} to CPP or immediate members of his staff. Generally the routing through the DDP is done by DDP/PPC.

3. Limited distribution documents are handled in my office in the same manner as the other documents. None of these documents are paraphrased or briefed.

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THOMAS A. PARROTT

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10 September 1958

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MEMORANDUM FOR:

SA/DDI

SUBJECT : Use Made of NSC Documents

1. Drafts of NSC policy statements are regularly routed through the office of the Chief, Estimates Staff, to the chiefs of staff sections for comment; at least part of the time, staff section chiefs will assign actual preparation of comments to a staff member. Approved policy statements are circulated through the same channels for information. Approved policy statements are also held for approximately a week in the O/NE reading room, where they are available to interested members of the Board of National Estimates and staff members.

2. "Limited Distribution" policy documents are circulated by the office of the DD/I directly to such O/NE personnel as may be concerned, without reference to normal O/NE channels.

3. NSC policy documents are sometimes consulted by O/NE professional personnel as background material setting up terms of reference for estimates and in preparing estimates drafts but are not as a rule paraphrased or briefed.

4. Lists of O/NE personnel who see NSC policy documents are attached.

STAT

CHESTER L. COOPER
Deputy Assistant Director
National Estimates

Attachment

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